

SATERN Learning

Reference Guide



Plateau LMS v 5.5

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Introduction

What is SATERN?

The SATERN Learning Management System (LMS) is a software package that manages employee learning and training at NASA. All employees have records in the LMS. Employees are called **Learners** in SATERN. You may be assigned learning or job-related activities to complete. As a Learner, you access SATERN via the the SATERN Learning application to manage your learning efforts.

What Can You Do in SATERN?

- View Assignments
- Register to Attend Training
- Browse the Learning Catalog for courses you would like to or are required to complete.
- View Completed Learning
- Run Reports on your Training and Learning Activity

This is just a high-level list of some of the most frequently used features of SATERN. There are many of tools and features that you may be required to use. Read the Table of Contents for a complete list of functionality provided in the LMS.

Logging In

If your organization uses Single Sign On, you will not see this login screen.

Logging In

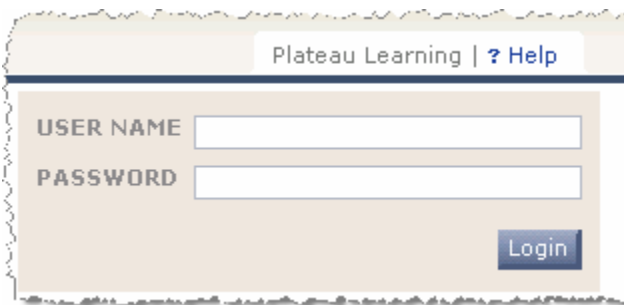
1. In the **User Name** text box, enter the User Name provided to you by your organization.

The User Name is case-sensitive. Be careful not to include any spaces before or after your User Name; spaces are counted as characters.

2. In the **Password** text box, enter the password provided to you by your organization.

The password is not case-sensitive. After logging in, be sure to change the password from the default so no one else can access your account!

3. Click on the  button.



Forgetting Your Password

On the login screen, click on the **[click here](#)** link to have your password emailed to you.

You need to know your User Name.

What if I forgot my password?

If you forgot your password, [click here](#) to have it emailed to you. You will need your User Name and access to your email account to retrieve your Password.

Learner Account Locked

If you receive a message that your account has been locked, it means that you have exceeded the maximum number of login tries designated by your organization. You need to contact a SATERN Administration User to have your account unlocked.

Logging In

If your organization uses Single Sign On, you will not see this login screen.

Logging In

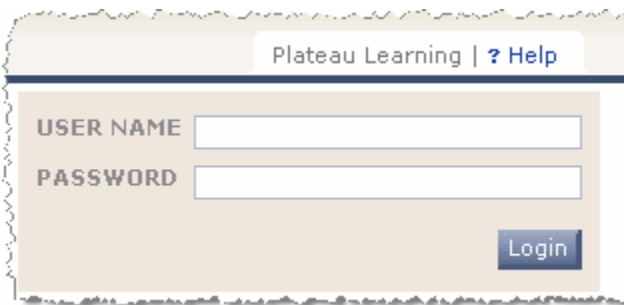
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The User Name is case-sensitive. Be careful not to include any spaces before or after your User Name; spaces are counted as characters.

2. In the **Password** text box, enter the password provided to you by your organization.

The password is not case-sensitive. After logging in, be sure to change the password from the default so no one else can access your account!

3. Click on the  button.



Forgetting Your Password

On the login screen, click on the **[click here](#)** link to have your password emailed to you.

You need to know your User Name.

What if I forgot my password?


If you forgot your password, [click here](#) to have it emailed to you. You will need your User Name and access to your email account to retrieve your Password.


the Community page listing all topics, we would click on the second link. To return to the main Communities page, we would click on the Communities link.

Sorting Displayed Data

Data is often displayed in tables. In these tables, you can sort by some columns in the table, and choose ascending or descending order.

Below is an example of the Learning History table. This is the history of all learning events that you have completed or attempted to complete.

- The Learning History below is currently sorted by the Completion Date. This is evident by the yellow highlight.
- The ▼ indicates it is sorted in descending order.
- To change the sort order to ascending, click on the Completion Date column header. The arrow will change to ▲, and immediately re-sort the page contents.
- You can change the sort column to any column over which the mouse pointer turns into a hand . In this case, the Title is the only other sort column.



Learning History			
Title	Completion Date ▼	Status	Action
Modeling a Self...	Completed 10/25/2025	In Progress	

Filtering Displayed Data

Some pages have drop-down menu filter. You can use the drop-down menu to filter which items are displayed to you. Your filtering options will vary depending on which page you are viewing. The example below is using the Learning Plan filter.



Using Help

The Help feature of SATERN Learning is a good resource if you're not sure how to complete a task, define a term, or locate a feature.

There are two kinds of help:

- General Help

The Help button contains helpful information on every area of the SATERN Learning application.

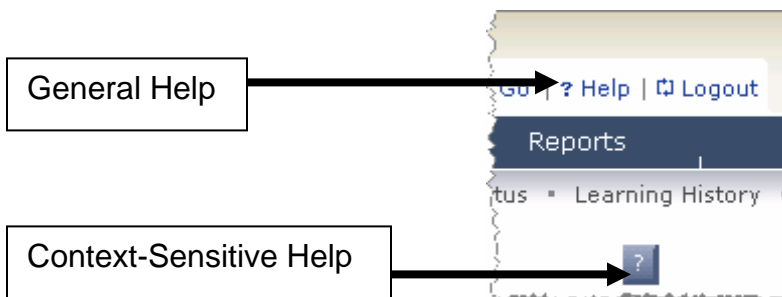
You can use the help in four ways:



- » **Contents:** Click on the topic pertaining to your question
- » **Index:** Keyword search using pre-existing keywords
- » **Search:** Open search
- » **Glossary:** Definitions for keywords and functions


- Context-Sensitive Help

Click on the question mark button to view Help topics that are specific to the page you are viewing.



Understanding the Learning Plan

The table below describes each column of the Learning Plan.

Title	Required By	Status	Action
<p>▶ Click to access basic information about the Item, including:</p> <ul style="list-style-type: none"> Item Key (Item Type and ID) Item Revision (version) Description <p>Company Policies and Procedures</p> <p>The Item title is a link. Click to open a detailed view of the Item record, including:</p> <ul style="list-style-type: none"> Assignment Information Item Details Prerequisites Substitutes Related Documents 	<p>❗ Apr/11/2005</p> <p>An orange date with an exclamation point indicates an overdue assignment.</p> <p>A black date indicates the future Required Date (deadline).</p>	<p>Indicates your status or requirements to complete the Item.</p> <p><i>(See the chart on the next page)</i></p>	<p></p> <p>The available Actions will vary depending on your status. Possible Actions are:</p> <ul style="list-style-type: none"> Remove From Plan Available if Item was self-assigned. Request Schedule Available if instructor-led, and there are no Scheduled Offerings available. Launch Content Available if online content exists and is available at that time (some content can be scheduled for specific times, and require enrollment in a Scheduled Offering). View Registration Available if you are registered for a Scheduled Offering. Register You are not enrolled and there are Scheduled Offerings you can register for. Access Community If a Community exists for the Item, open the Community. Join Virtual Session The Item is a Virtual Learning Session (ie Centra, WebEx, LiveMeeting), and is currently in session.

Once an assigned Item has been successfully completed, the Learning Event is saved in the Learning History, and the Item will be removed from the Learning Plan. If an Item remains on your Learning Plan after you complete it, check the Required Date. Some Items may require that you complete them on a regular interval, therefore they will not be removed from your Learning Plan.

Item Statuses and Actions

The table below lists the statuses and corresponding Actions that can be displayed in the Learning Plan for an Item. Each status and action has a brief explanation to help you understand why that action/status is being displayed.

Status	Available Actions
Prerequisites not met You have not completed the prerequisite Items necessary to take this Item.	Request Schedule There are no Scheduled Offerings but you can be placed on a request list for future offerings. <input checked="" type="checkbox"/> Remove from Plan If self-assigned, you can remove an Item from your Learning Plan. Access Community If a Community exists for the Item, open the Community.
Enrolled You are currently registered for a Scheduled Offering.	View Registration You can withdraw (if you self-registered) and view registration details from the Registration page. Access Community If a Community exists for the Item, open the Community.
On Waitlist You are currently on a waitlist for a Schedule Offering. You may be enrolled if someone drops the class or is removed.	View Registration You can withdraw (if you self-registered) and view registration details from the Registration page. Access Community If a Community exists for the Item, open the Community.
Pending Approval You have attempted to self-register for a Scheduled Offering of the Item that requires a supervisor's approval. The supervisor has been sent an email, and must approve your enrollment.	View Registration You can withdraw (if you self-registered) and view registration details from the Registration page. Access Community If a Community exists for the Item, open the Community.
Enrolled, In Session You are registered (enrolled) in a Scheduled Offering, and the class is currently in session.	Join Virtual Session The Item is a Virtual Learning Session (ie Centra, WebEx, LiveMeeting), and is currently in session. View Registration You can withdraw (if you self-registered) and view registration details from the Registration page. Access Community If a Community exists for the Item, open the Community.

Status	Available Actions
<p>Enrolled, Not in Session You are registered (enrolled) in a Scheduled Offering, and the class is not currently in session. However, the Scheduled Offering Start Date has passed, but the End Date is still in the future.</p> <p>Example: If a Scheduled Offering is 3 days long, from 9-5 each day, and you check your Learning Plan at 7:00 on the second day, your status is Enrolled, Not in Session.</p>	<p>View Registration You can withdraw (if you self-registered) and view registration details from the Registration page.</p> <p>Access Community If a Community exists for the Item, open the Community.</p>
<p>Not Available There is online content that cannot be launched; the content has been taken offline by an administrator.</p>	<p><input checked="" type="checkbox"/> Remove from Plan If self-assigned.</p> <p>Access Community If a Community exists for the Item, open the Community.</p>
<p>Must be Registered There is online content that cannot be launched until you are registered (enrolled) in a Scheduled Offering of the Item.</p>	<p>Register There are Scheduled Offerings available.</p> <p>Request Alternative Schedule There are no Scheduled Offerings but you can be placed on a request list for future offerings.</p> <p><input checked="" type="checkbox"/> Remove from Plan If self-assigned, you can remove an Item from your Learning Plan.</p> <p>Access Community If a Community exists for the Item, open the Community.</p>
<p>Locked Out An administrator or the system has locked you out of the Item.</p>	<p><input checked="" type="checkbox"/> Remove from Plan If self-assigned, you can remove an Item from your Learning Plan.</p> <p>Access Community If a Community exists for the Item, open the Community.</p>
<p>Available There is online content that can be launched, and you have not yet launched any of the online content for this Item.</p>	<p>Launch Content There is online content you can launch.</p> <p><input checked="" type="checkbox"/> Remove from Plan If self-assigned, you can remove an Item from your Learning Plan.</p> <p>Access Community If a Community exists for the Item, open the Community.</p>

Status	Available Actions
<p>Launch During Session The online content is only available at specific times during the Scheduled Offering in which you are enrolled.</p>	<p>View Registration View registration or withdraw yourself if you self-registered.</p> <p><input checked="" type="checkbox"/> Remove from Plan If self-assigned, you can remove an Item from your Learning Plan.</p> <p>Access Community If a Community exists for the Item, open the Community.</p>
<p>In Progress You have already launched the online content for this Item, and can resume using the Launch Content action.</p>	<p>Launch Content There is online content you can launch.</p> <p><input checked="" type="checkbox"/> Remove from Plan If self-assigned, you can remove an Item from your Learning Plan.</p> <p>Access Community If a Community exists for the Item, open the Community.</p>

Viewing the Item Details

The Title of an Item on the Learning Plan and the Catalog is a clickable link. Click on this link to open the Item Details.



The Item Details display:

- **Assignment Information** – who assigned the Item, when it was assigned, and when it is due.
- **Item Details** – Delivery method, length, contact person
- **Prerequisites** – What Items must be completed before you can take the Item. From this section you can add the Prerequisite Items to your Learning Plan.
- **Substitutes** – Which Items can be taken in place of the Item you are viewing.
- **Related Documents** – Click on the Documents listed to open the file. Related Documents can include pre-work, class readings, and additional information (see *image below*).

Replace Light Bulb - Job Aid	
▶	Item Summary
▶	Assignment Information
▶	Subject Areas (1 Found)
▶	Prerequisites (0 Found)
▶	Substitutes (0 Found)
▶	Competencies (0 Found)
▼	Related Documents
Title	
Replace Light Bulb - Job Aid	

Assigning Items to Your Learning Plan

You can assign Items to your Learning Plan using the Catalog. You have the option to remove any self-assigned Item from your Learning Plan.

1. Select **Catalog** → *Search Method* from the top menu bar.
(see the *Using the Catalog* section for explanation about searching)
2. Click on the **Add to Learning Plan** button in the Action column.

Catalog Search Results				
Title ▲	Type	Price (\$)	Status	Action
▶ Basic Electronics		--	Already On Plan	
History of the Light Bulb ✓		0.00	--	Add to Learning Plan

Viewing Grouped Item Assignments (Curricula)

Some Items are meaningfully grouped so that they can be assigned and tracked as a single unit. These groups of Items are called **Curricula**. Curricula can only be assigned by an administrator; you cannot self-assign them. While the Items appear on the Learning Plan, you can view which ones are part of curricula by looking at your Curriculum Status page. Your status page displays your status for completion of the Curricula you have been assigned.

Select **Learning** → **Curriculum Status** from the top menu bar.

Sort
Click to sort by Title or Next Action Date, in ascending or descending order (the arrow indicates which order is being displayed).

Curriculum Title	Next Action Date ▲
▼ General Employee Orientation	Mar/1/2006
Building Access and Emergency Preparedness	🚨 Mar/1/2006
New Employee Orientation	

View Items in the Curriculum
Click on the Title to display a list of the Items that are members of the Curriculum, their Required Dates, and their Completion Statuses. These are the same Items displayed on your Learning Plan, only now you can see to what Curricula they are assigned.

Curriculum Completion Status
Each folder represents a Curriculum. Completed Curricula are indicated with a green checkmark.

View SubCurricula
Some Curricula can contain other Curricula called SubCurricula. Click on the ▶ to expand and view the SubCurricula.

Using the Catalog

The Catalog contains all of the Items and Scheduled Offerings that your organization has made available to you for self-assignment. You can use the Catalog to locate Items and Scheduled Offerings, assign Items to your Learning Plan, launch Online Items, and Register for Scheduled Offerings.

Select **Catalog** → **Search Method** (see list below) from the top menu bar.

You can search the catalog four ways:

- Browse Catalog
- Calendar of Offerings
- Simple Catalog Search
- Advanced Catalog Search

Browse Catalog

You can browse the Items in the Catalog by Subject Area. Each Item is assigned to one or more Subject Areas. Clicking on a Subject Area will display all Items in the Catalog assigned to that Subject Area.

The screenshot shows a web application interface for a catalog. On the left is a 'Subject Area Menu' with a dark blue header. Below the header are two links: '[Expand All]' and '[Collapse All]'. The menu lists several subject areas, each with a count in parentheses: 'Company Policies (2)', 'Computer and Network Hardware (1)', 'Concern for Quality (1)', 'Energy (3)', 'Environmental Health and Safety (1)', 'Hiring and Staffing (2)', 'Human Resources (2)', 'Library Items (2)', and 'Technology (2)'. The 'Library Items' entry is highlighted with a blue arrow pointing to it. On the right is the 'Items' section, also with a dark blue header. Below the header, the section is titled 'Energy (3)'. It displays a list of items. The first item is 'Aug/31/2005 09:00 AM America/New York' with details 'Regional Training Center -' and '0/25' and '0.00'. Below this is a section for 'Intermediate Electronics' with a description: 'This course will cover circuits and transistors in depth - using hands-on labs and lecture.' and a 'Requ' button. Below that is a section for 'Replace Light Bulb - Job Aid' with a description field and an 'Add to L' button. At the bottom of the items list, there are fields for 'Cost: 0.00', 'Length:', 'User Rating: N/A', and 'Status: --'.

Subject Areas can be hierarchical. Click on the ► to expand the Subject Area to display the child Subject Areas.

Calendar of Offerings

Search the Catalog by month, week, or day for Scheduled Offerings, and view them in an interactive Calendar.

Monday	Tuesday	Wednesday	Thursday	Friday
27	28	29	30	1
4	5	6	7	8

For each day in the month, the Calendar displays the number of Scheduled Offerings in each Subject Area that are scheduled for that day.

Each Subject Area may display in a specific color.

1. Click on the Subject Area to view the Scheduled Offerings.

The Scheduled Offering(s) for that day are listed by Subject Area. Scheduled Offerings may belong to more than one Subject Area.

Subject Area	Title	Delivery Method	Facility	Start Time	Duration	Action
Technology	Basic Electronics	Instructor Led	Regional Training Center	Jun/30/2005 09:00 AM America/New York	8 hours	Register

Click on the Start Date and time to display the Segment details for the Scheduled Offering.

Simple Catalog Search

SATERN LMS will search for the keywords in the Title and Description fields of the Items in the Catalog. Leave the keywords blank to display all Items in the Catalog. You can further filter the search based on Item Classification – Instructor-Led, Online, and Other.

Keyword Search

Enter Keywords to search the Item Title and the Item Description fields.

Keywords:

☒ Instructor-Led ☒ Online ☐ Other (Select one or more)

Instructor-led

Items that can be scheduled, usually delivered by one or more instructors. This Item can also contain online content.

Online

Item contains online content only, is completely self-paced (not scheduled).

Other

Item must be completed outside of the LMS, such as reading a book or watching a video.

Advanced Catalog Search

SATERN will search the Catalog for Items that meet all of the criteria entered on this page.

The screenshot shows the 'Advanced Catalog Search' form. It is divided into two main sections: 'Keywords' and 'Search Options'. The 'Keywords' section contains six rows, each with a label (Title, Description, Subject Area, Delivery Method, Source, ID), a dropdown menu set to 'Contains', and a text input field. The 'Search Options' section includes a 'Search for:' label with two radio buttons: 'Items' (selected) and 'Offerings'. Below this are three checkboxes: 'Instructor-Led' (checked), 'Online' (checked), and 'Other (Select one or more)' (unchecked). Three callout boxes with arrows provide instructions: one points to the 'Source' dropdown, another points to the 'Items' radio button, and a third points to the 'Other' checkbox.

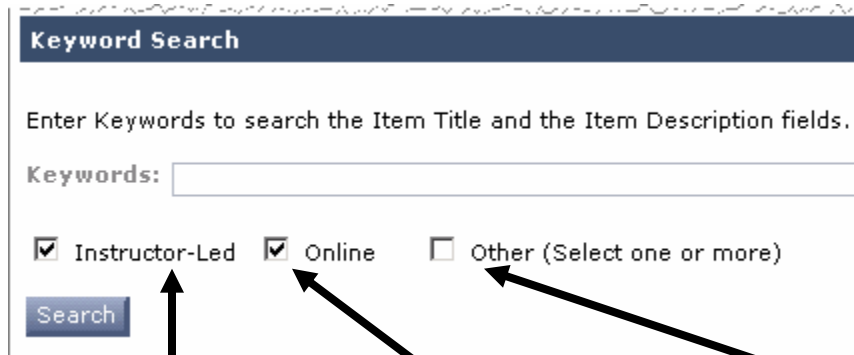
Use the dropdown box to specify how the LMS should use the keywords.

Select the type of Item or Scheduled Offering you are looking for.

Enter one or more criteria to find your Item.

Simple Catalog Search

SATERN will search for the keywords in the Title and Description fields of the Items in the Catalog. Leave the keywords blank to display all Items in the Catalog. You can further filter the search based on Item Classification – Instructor-Led, Online, and Other.



The screenshot shows a 'Keyword Search' form. It has a title bar, a text input field for keywords, and three checkboxes for item classification: 'Instructor-Led' (checked), 'Online' (checked), and 'Other' (unchecked). A 'Search' button is located below the checkboxes. Three arrows originate from the bottom of the form: one points to the 'Instructor-Led' checkbox, another points to the 'Online' checkbox, and a third points to the 'Other' checkbox. These arrows connect to three separate text boxes located below the form.

Keyword Search

Enter Keywords to search the Item Title and the Item Description fields.

Keywords:

☒ Instructor-Led ☒ Online ☐ Other (Select one or more)

Instructor-led

Items that can be scheduled, usually delivered by one or more instructors. This Item can also contain online content.

Online

Item contains online content only, is completely self-paced (not scheduled).

Other


Item must be completed outside of the LMS, such as reading a book or watching a video.

4. Identify the desired **Scheduled Offering**.

5. Click on the **Register** button for the Item for which you want to register.

To see more details about the Scheduled Offering, such as the complete class schedule, contact person, number of people enrolled, and cutoff date for registration click on the Start Date/Time text.

6. Enter any comments you have about your registration in the **Comments** text box (special needs, requirements, etc).

A screenshot of a web form titled "Registration Comments". The form has a dark blue header bar with the title. Below the header, there are three fields: "Learner Name:" with the value "Bulb, Flash", "Registration Status:" with the value "PENDING (Pending)", and "Comments:" with a large text area. At the bottom right of the form, there are two buttons: "Previous" and "Confirm".

Registration Comments

Learner Name: Bulb, Flash

Registration Status: PENDING (Pending)

Comments:

Previous Confirm



7. Verify the shipping information is correct. *Shipping information is only displayed if there are Materials such as pre-work or post-work associated with the Scheduled Offering.*

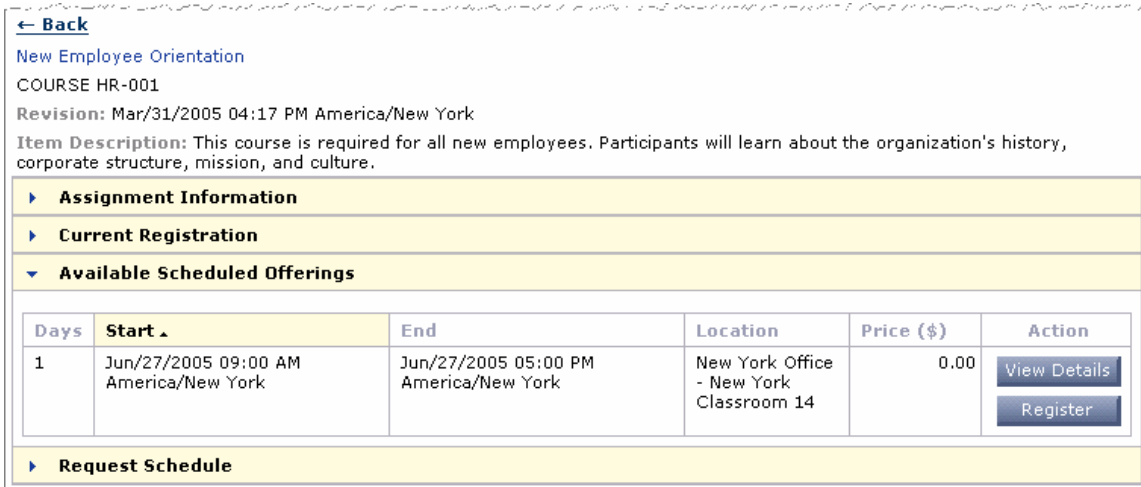
8. Click on the **Confirm** button.

9. An on-screen **Registration** confirmation will be displayed, and an enrollment confirmation email will be sent to you and your supervisor.

Registering from the Learning Plan

You can register for Items on your Learning Plan that have Scheduled Offerings available. If the Item has available Scheduled Offerings, the Register option will display in the Action drop-down.

1. Locate the Item you wish to register for in the Learning Plan.
2. Click on the  button.
3. Locate the Scheduled Offerings in the Available Scheduled Offerings section.
4. Click on the  button to display the Segment information for the Scheduled Offering.





[← Back](#)

New Employee Orientation
COURSE HR-001
Revision: Mar/31/2005 04:17 PM America/New York
Item Description: This course is required for all new employees. Participants will learn about the organization's history, corporate structure, mission, and culture.


▶ Assignment Information

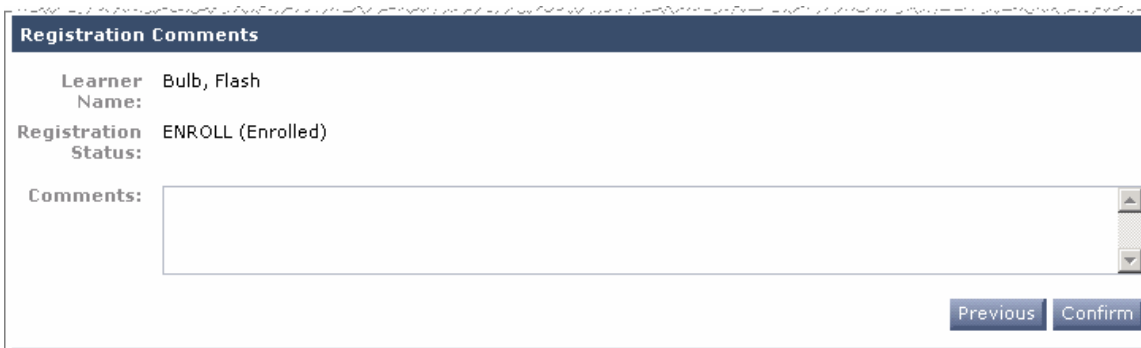
▶ Current Registration

▼ Available Scheduled Offerings

Days	Start	End	Location	Price (\$)	Action
1	Jun/27/2005 09:00 AM America/New York	Jun/27/2005 05:00 PM America/New York	New York Office - New York Classroom 14	0.00	 

▶ Request Schedule


5. Click on the  button for the Scheduled Offering for which you want to register.
6. Enter any comments you have about your registration in the **Comments** text box (special needs, requirements, etc).




Registration Comments

Learner Name: Bulb, Flash
Registration Status: ENROLL (Enrolled)

Comments:

7. Verify the shipping information is correct. *Shipping information is only displayed if there are Materials such as pre-work or post-work associated with the Scheduled Offering.*
8. Click on the  button.
9. An on-screen **Registration** confirmation will be displayed, and an enrollment confirmation email will be sent to you and your supervisor.

Viewing My Registrations

Once you are registered for a Scheduled Offering of an Item, you will be assigned one of the following Registration statuses:

- **Enrolled**
A “seat” in the Scheduled Offering has been reserved for you.
- **Pending**
You will be enrolled once your supervisor approves the registration.
- **Waitlisted**
You are on a waitlist. If a seat in the class opens up, you will be enrolled.

You can view your registrations from three places:

- **The Learning Plan**
Items for which you have registered display a Registration Status in the Status column
- **Current Registrations**
A list of all Scheduled Offerings for which you have a registration status.
- **Learning Calendar**
A Calendar view of all of the Scheduled Offerings in which you are enrolled.

From the Learning Plan

The Learning Plan displays your Registration Status in the Status column for Items for which you have registered.

1. Click on the **View registration** button in the Action column to view details about the Scheduled Offering for which you are registered.

[Expand All] [Collapse All]

Learning Plan				Required:	Next 30 Days
Title	Type	Required By	Status	Action	Remove
▶ New Employee Orientation		Apr/11/2005	Enrolled / Launch during session	View registration	

2. Click on the **View Details** button in the Action column.

▼ Assignment Information

Required Date: Apr/11/2005 Completion Date: Days Remaining: -11

Assignment Type: REQ (Required) Assignment Date: Mar/31/2005 Assigned By: Admin (TRAINING)

▼ Current Registration

Days	Start ▲	End	Location	Status	Action
1	Jun/27/2005 09:00 AM America/New York	Jun/27/2005 05:00 PM America/New York	New York Office - New York Classroom 14	Enrolled	<div>View Details</div> <div>Withdraw</div>

The Scheduled Offering is divided into units of time called **Segments**, and the class resources (instructor, facility, location) may change per Segment. The Segments are listed with their start and end times. If they have been assigned, the facility, locations, and instructors are also displayed for each segment.

▼ Segment Details				
Segment	Start	End	Facility & Location	Instructor
1	Jun/27/2005 09:00 AM America/New York	Jun/27/2005 05:00 PM America/New York	New York Office - New York Classroom 14	,

From Current Registrations

1. Select **Learning** → **Current Registrations** from the top menu bar.

The Current Registrations page displays the Item Title, and the Scheduled Offering's Start Date and Start Time, Facility and Location, and your Registration Status.

Current Registrations				
Title	Start Date/Time	Facility & Location	Status	Action
Basic Electronics	Apr/29/2005 09:00 AM America/New York	Regional Training Center -	Enrolled	
New Employee Orientation	Jun/27/2005 09:00 AM America/New York	New York Office - New York Classroom 14	Enrolled	Withdraw
Intermediate Electronics	Oct/31/2005 09:00 AM America/New York	New York Office -	Enrolled	

For those Scheduled Offerings in which you self-registered, you can **withdraw**.

2. Click on the **Title** to view the Segment Details for the Scheduled Offering.

The information includes the start and end date, start and end time, facility, location, and Instructor for each segment.

To return to the previous screen, click on the [← Back](#) link.

← Back				
Offering of Intermediate Electronics				
▼ Summary Information				
Intermediate Electronics Scheduled Offering ID: 3270 Item Description: This course will cover circuits and transistors in depth - using hands-on labs and lecture.				
▼ Segment Details				
Segment	Start	End	Facility & Location	Instructor
1	Oct/31/2005 09:00 AM America/New York	Oct/31/2005 01:00 PM America/New York	New York Office -	,
2	Oct/31/2005 02:00 PM America/New York	Oct/31/2005 06:00 PM America/New York	New York Office -	,
3	Nov/1/2005 09:00 AM America/New York	Nov/1/2005 01:00 PM America/New York	New York Office -	,

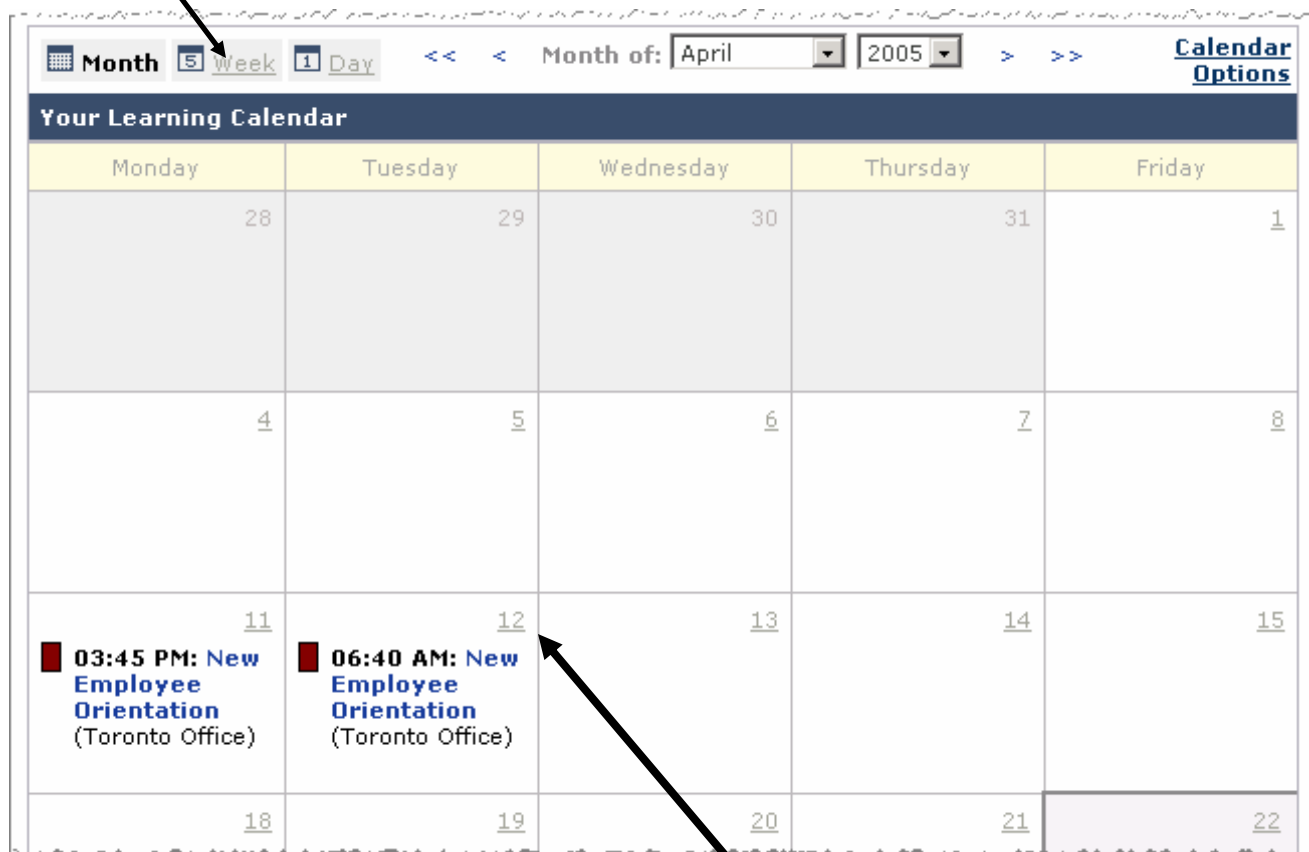
From the Learning Calendar




Select **Learning** → **Learning Calendar** from the top menu bar.

The Learning Calendar gives you the option to display your enrollments in a monthly, weekly, or daily view.

Monthly View

The Calendar below is the monthly view. You can switch to a weekly view by clicking on the Week link.



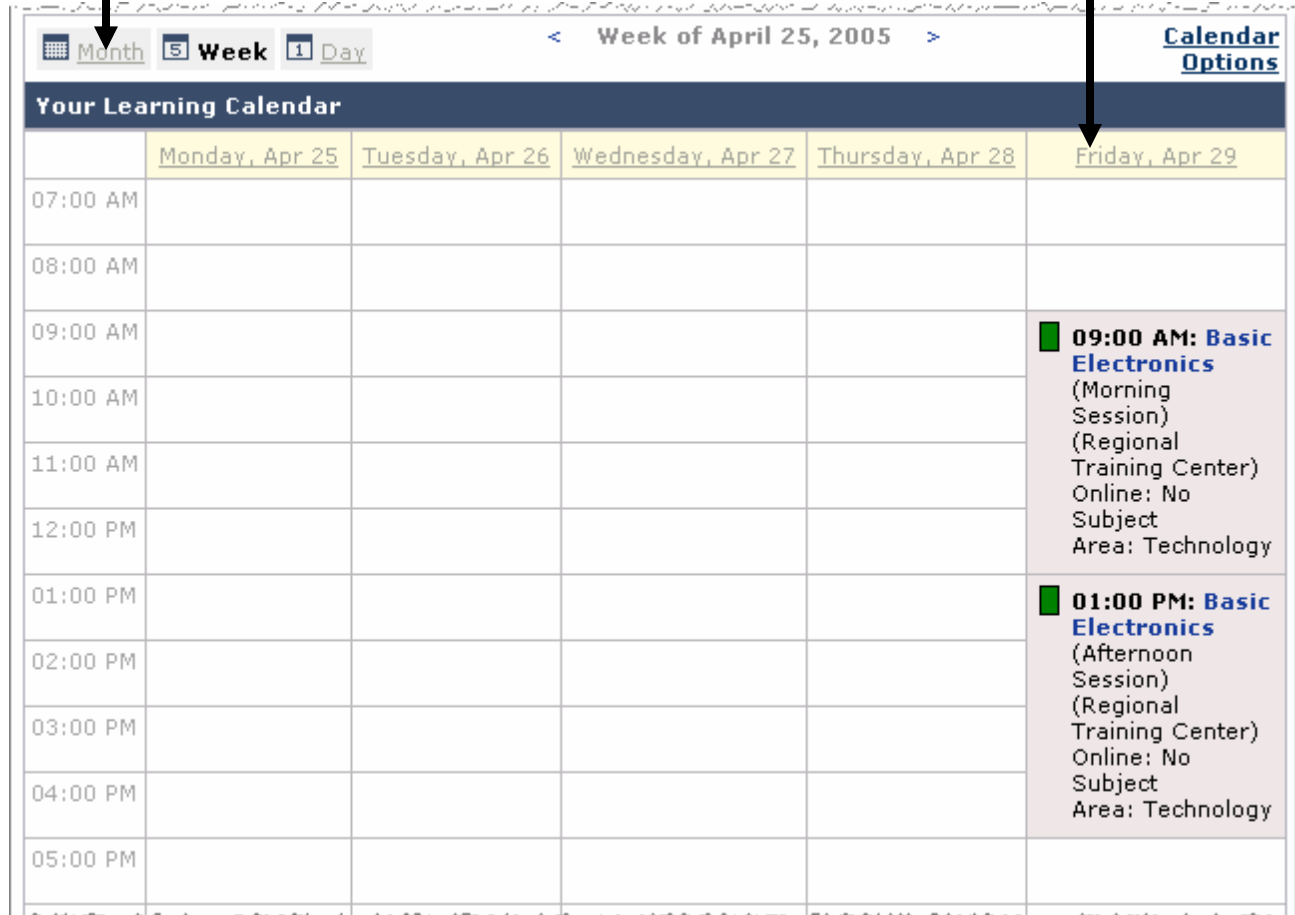
 Month	 Week	 Day	<< <	Month of: April	> >>	Calendar Options
Your Learning Calendar						
Monday	Tuesday	Wednesday	Thursday	Friday		
28	29	30	31	<u>1</u>		
<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>		
<u>11</u> ■ 03:45 PM: New Employee Orientation (Toronto Office)	<u>12</u> ■ 06:40 AM: New Employee Orientation (Toronto Office)	<u>13</u>	<u>14</u>	<u>15</u>		
<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>		

Click on a day to display the Day view of the Calendar.

Weekly View

The Calendar below is the weekly view. You can switch to a daily view by clicking on a day of the week.

Return to monthly view by clicking on the Month link.



	Month	5 Week	1 Day	< Week of April 25, 2005 >	Calendar Options
Your Learning Calendar					
	Monday, Apr 25	Tuesday, Apr 26	Wednesday, Apr 27	Thursday, Apr 28	Friday, Apr 29
07:00 AM					
08:00 AM					
09:00 AM					09:00 AM: Basic Electronics (Morning Session) (Regional Training Center) Online: No Subject Area: Technology
10:00 AM					
11:00 AM					
12:00 PM					
01:00 PM					01:00 PM: Basic Electronics (Afternoon Session) (Regional Training Center) Online: No Subject Area: Technology
02:00 PM					
03:00 PM					
04:00 PM					
05:00 PM					

Daily View

Click on the [Monthly View](#) or [Weekly View](#) links to return to a previous view mode.

Month **Week** Day < Learning Items on Tuesday, April 12, 2005 > [Calendar Options](#)

Your Learning Calendar

Tuesday, Apr 12

07:00 AM	<div>06:40 AM: New Employee Orientation (Default segment) (Toronto Office) Online: Yes Subject Area: Hiring and Staffing</div>
08:00 AM	
09:00 AM	
10:00 AM	
11:00 AM	

Editing the Calendar Display Mode

Click on the [Calendar Options](#) link on any Calendar page to edit and save your Calendar display mode preference. Check the Remember Calendar Mode checkbox if you want the Calendar to “remember” the mode in which you viewed the Calendar (Month, Week, Day).

[← Back](#)

Update Calendar Preferences

Days Displayed: ☐ Sunday ☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☐ Saturday

First Day of the Week: ☐ Sunday ☒ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

Weekly/Daily Start Time: 07:00 AM

Weekly/Daily End Time: 07:00 PM

☐ Remember Calendar Mode

[Apply Changes](#) [Reset](#)

Approving Enrollments / Online Items

There are two kinds of actions that you can be asked to approve:

- **Scheduled Offerings**

Sometimes Scheduled Offerings require one or more people to approve learner self-registrations.

- **On-line Item**

Sometimes Online Items require one or more people to approve before a Learner can launch the online content.

When the learner submits the request, an email notification gets sent to the approver(s) notifying them of the requested approval.



When a request is submitted to you, your Home page will display an alert that you have requests pending your approval. Click on the **You have learner training approvals** link to open the approval tool, or follow the instruction below.

1. Select **Personal → Approvals** from the top menu.
2. Verify the **Enter Reasons for Approvals or Denials** checkbox is checked.


Uncheck this box if you do not want to enter a reason and have that reason emailed to the Learner.

3. Select **Approve**, **Deny**, or **Skip** for each submitted enrollment request.



A screenshot of a web application interface for approving training enrollments. At the top, there are two tabs: 'Performance Management (0)' and 'Training (1)'. Below the tabs is a section titled 'Training' with a dropdown menu showing 'Internal Training (1)'. There are three filters: a checked checkbox for 'Enter Reasons for Approvals or Denials', a radio button selected for 'All', and an unselected radio button for 'Direct Reports Only'. A 'Next' button is to the right. Below the filters is a table with columns: 'Learner Name', 'Title', 'Price (\$)', 'Type', and 'Action'. The first row shows 'Bulb, Flash' as the learner name, 'Basic Electronics' as the title, '0.00' as the price, and 'ENROLLMENT' as the type. The 'Action' column contains radio buttons for 'Approve', 'Deny', and 'Skip', with 'Approve' being selected. A link '[Approve All/Deny All]' is also present in the action column.

Learner Name	Title	Price (\$)	Type	Action
Bulb, Flash	Basic Electronics	0.00	ENROLLMENT	<input checked="" type="radio"/> Approve <input type="radio"/> Deny <input type="radio"/> Skip

Observe that you can filter your list to view only requests from Direct Reports (if you are a supervisor). You can also click on the ▶ to view the details about the request, including any comments the Learner may have entered.

4. Click on the  button.
5. Enter a reason for your decision.

Approval Reasons	
Learner Name and Schedule	Approval Reason (optional)
Bulb, Flash Basic Electronics	<input type="text"/>

6. Click on the  button.
7. Click on the  button.

An approved registration means the learner will be enrolled in the Offering if there is an available seat.

Email Notifications

There are standard e-mail notifications you will receive from SATERN and some email notifications you can elect to receive.

Standard E-Mail Notifications

There are many standard emails the system may generate and send to you. For example, you may receive emails when you have Item assignments that are coming due, or when you have overdue Item requirements.

Additionally, you will receive email notifications when you are registered for a Scheduled Offering. Read your notification carefully so you know:

- Contact person for the Scheduled Offering
- Times, Dates, and Locations of the Segments
- Additional miscellaneous information entered by the instructor

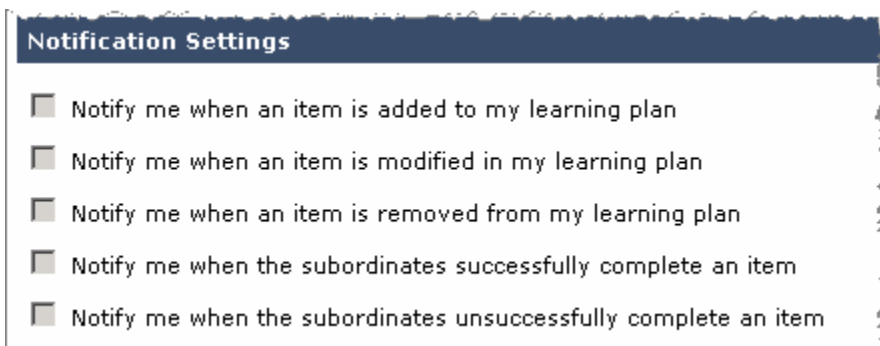
Do not reply to these emails. You can send an email with questions to the contact person listed in the email.

Optional E-mail Notifications

You can choose to receive notifications when:

- Items are added to your Learning Plan
- Items on your Learning Plan are modified
- Items are removed from your Learning Plan

1. Click on **Personal > Profile** in the top menu.
2. Check the **Notify...** checkbox for each notification you want to receive. Your organization may disable the checkboxes; you cannot edit disabled checkboxes.



3. Click on the **Apply Changes** button.

Launching Online Content

Some Items may be completely online, or contain some online content. Online content is any content you can launch using your computer. For example, Microsoft Word documents, Adobe Acrobat documents, web pages, or PowerPoint presentations.

From the Learning Plan OR the Catalog:

1. Click on the  button in the Actions column.

[Expand All] [Collapse All]

Learning Plan				Required:	Next 30 Days ▾
Title	Type	Required By ▲	Status	Action	Remove
▶ New Employee Orientation		Apr/11/2005	Must be registered		
▶ Company Policies and Procedures		Apr/30/2005			
▶ Company Procedures and Policies		May/5/2005	Available		

2. Click on a [link](#) to launch the content. The content will open in a new window.

Online Content Structure		
The sub-objects need to be completed in sequential order		
Content Structure	Status	Completion Date
Lesson 1: CPR		
Lesson 2: Fire Safety		
Lesson 3: Ergonomics		
Lesson 4: Assessing Risk		
Lesson 5: Communicating Information		

SATERN Learning will automatically record your completion.

Completing Item Assignments

You complete Items by attending Scheduled Offerings, launching and completing online content, or completing the Item based on its delivery method (reading a document, watching a video, etc). Each of these attempted completions is called a **Learning Event**. In order to save the Learning Event to the Learning History, someone must record the Learning Event. The LMS will automatically record a Learning Event for Online Items. Items that are not Online may be recorded by you, your supervisor, or a SATERN Administration user (based on your permissions).

Recording Completed Learning

You may be permitted to record a learning event for an Item or an external Learning Event. An external event is an activity you completed that does not have an Item record in the LMS. All recorded Learning Events are displayed in the Learning History.

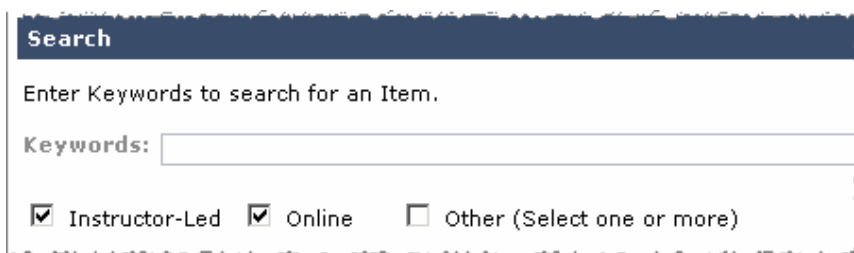
1. Click on **Learning → Record Learning** in the top menu bar.
2. Select the type of **event** you want to record.

External Events are learning activities you completed for which there is not an Item record in SATERN (Ex. college course, conference).



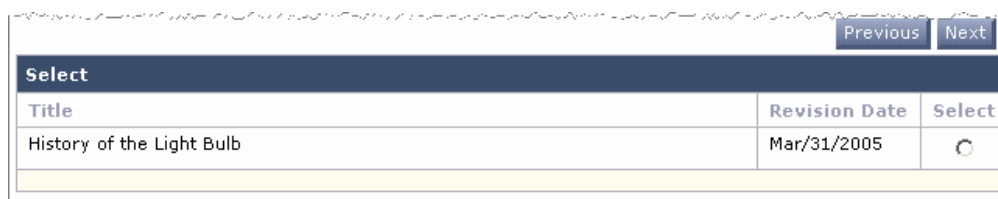
A screenshot of a 'Select' dialog box. It has a dark blue header with the word 'Select' in white. Below the header, there are two radio buttons. The first is labeled 'Item' and is selected. The second is labeled 'External Event' and is not selected.

3. Click on the **Next** button.
4. If you are recording a Learning Event for an Item, locate the Item using the keyword search.



A screenshot of a 'Search' form. It has a dark blue header with the word 'Search' in white. Below the header, there is a text input field with the placeholder text 'Enter Keywords to search for an Item.' Below the input field, there are three checkboxes: 'Instructor-Led' (checked), 'Online' (checked), and 'Other (Select one or more)' (unchecked).

5. Select the Item and click on the **Next** button.

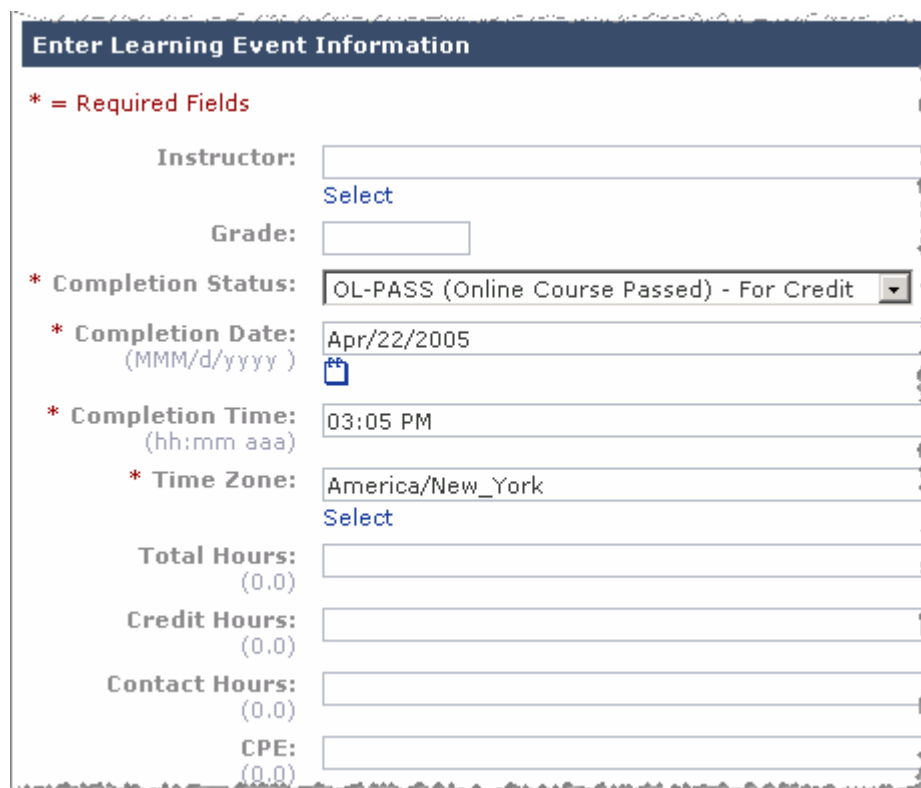


A screenshot of a 'Select' table. It has a dark blue header with the word 'Select' in white. Below the header, there is a table with three columns: 'Title', 'Revision Date', and 'Select'. The first row of data shows 'History of the Light Bulb' in the 'Title' column, 'Mar/31/2005' in the 'Revision Date' column, and a radio button in the 'Select' column. There are 'Previous' and 'Next' buttons at the top right of the table.

Title	Revision Date	Select
History of the Light Bulb	Mar/31/2005	<input type="radio"/>

6. Complete the required information.

7. Click on the **Next** button.



The screenshot shows a web form titled "Enter Learning Event Information". At the top, a red asterisk indicates that fields marked with an asterisk are required. The form contains the following fields:

- Instructor:** A text input field with a "Select" link below it.
- Grade:** A text input field.
- * Completion Status:** A dropdown menu showing "OL-PASS (Online Course Passed) - For Credit".
- * Completion Date:** A text input field showing "Apr/22/2005" with a calendar icon below it.
- * Completion Time:** A text input field showing "03:05 PM".
- * Time Zone:** A text input field showing "America/New_York" with a "Select" link below it.
- Total Hours:** A text input field with "(0.0)" below it.
- Credit Hours:** A text input field with "(0.0)" below it.
- Contact Hours:** A text input field with "(0.0)" below it.
- CPE:** A text input field with "(0.0)" below it.

8. Enter any comments as needed, and click on the **Next** button.

9. Click on the **Finish** button.

Viewing My Learning History

Any time you attempt completion or successfully complete an assigned Component, a learning event must get recorded. The learning event is a record of the date and time of your attempt to complete the learning, the completion status, the Item ID and Title, the instructor and grade, if applicable.

Select **Learning** → **Learning History** from the top men bar.

Click on the Item **Title** to view a complete description of the Item.

Completion Date and Time

Completion Status
The status assigned to your learning event.

Learning History			
Title	Completion Date ▾	Status	Action
Workplace Safety	Apr/11/2005 09:16 PM America/New York	Online Course Passed	Review Online Structure Print Completion Certificate
Building Access Policies and Procedures	Apr/5/2005 02:38 PM America/New York	Read or Viewed	Print Completion Certificate
Emergency Evacuation	Mar/21/2005 02:37 PM	Completed	Print Completion Certificate

Print Completion Certificate
You can print your own certificate of completion for any Item you successfully completed.


My Competencies

A Competency is a measurable capability that is required or recommended for effective performance. Organizations often come up with a list of Competencies for which they want employees to be able to demonstrate a specified level of mastery.

Viewing My Assigned Competencies

Click on **Career → Competency Assignments** in the top menu bar.

Free-floating Competencies are Competencies assigned directly to you, and are not part of a defined group of Competencies.

Free-Floating Competencies					
Type	Competency	Gap	Assessed	Required	Action
Ability	Organize and express ideas clearly orally and in writing 	-1.00		1	Assign Related Items

Viewing Grouped Competencies (Competency Profiles)

Some Competencies are meaningfully grouped so that they can be assigned and tracked as a single unit. These groups of Competencies are called **Competency Profiles**.


Competency Profiles with Associated Competencies					
Competency Profile			Assigned Date		
Electrical Engineers 			Apr/22/2005		
Type	Competency	Gap	Assessed	Required	Action
Knowledge	Computers and Electronics 	-3.00	3		Assign Related Items
Knowledge	Engineering and Technology 	-3.00	3		Assign Related Items
Knowledge	Physics 	-3.00	3		Assign Related Items
Skill	Programming 	-3.00	3		Assign Related Items
Skill	Systems Analysis 	-3.00	3		Assign Related Items
Skill	Technology Design 	-3.00	3		Assign Related Items
Skill	Troubleshooting 	-3.00	3		Assign Related Items

Mastering Competencies

Assessments can be recorded by you, your supervisor, or other peer raters.

Assessed – Required = Gap

If the Gap column displays a negative number, then you have not demonstrated the required level of mastery for the Competency. In addition, the folder will display with a green checkmark when you have mastered the Competency.

Free-Floating Competencies						
Type	Competency		Gap	Assessed	Required	Action
Ability	Organize and express ideas clearly orally and in writing		1.00	2.00	1	

How can you use SATERN Learning to help you master your assigned Competencies? Competencies can be mastered or improved through training, learning, or experience.

Competencies are often associated with an Item. This means that your organization has decided that if you successfully complete the Item, you should be able to demonstrate mastery of the associated Competencies to the level specified.

Click on the [Assign Related Items](#) button to assign Items to your Learning Plan that will help you master the competency.

Viewing My Assessed Competencies

The Competencies and the assessment ratings are displayed in your Assessment History.

Click on **Career** → **Assessment History** in the top menu bar.

Assessment History					
Competency Title	Competency Type	Assessment Process	Assessment Date	Assessed Rating	Rater Name
Computers and Electronics	Knowledge	Self Assessment	Apr/22/2005		
Engineering and Technology	Knowledge	Self Assessment	Apr/22/2005		
Engineering and Technology	Knowledge		Apr/22/2005	3.00	Edison, Tom

The assessment records list not only the Competency information, but the assessment process used (Self-assessment, Assessment Survey, etc), the rating assigned for the competency, and the person who performed the assessment.

Recording a Self Assessment

1. Click on **Career → Assessment History** in the top menu bar.
2. Click on the **Add Assessment** button at the bottom of the Assessment History.

Page 1 of 2 [Submit](#) [Cancel](#) [Next Page](#)

Electrical Engineers Competencies

Programming (Skill)

Learner	N/A	1 Unsatisfactory	2 Needs Work	3 Satisfactory	4 Exceeds Expectations	5 Excellent	
Bulb, Flash	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Comments

Troubleshooting (Skill)

Learner	N/A	1 Unsatisfactory	2 Needs Work	3 Satisfactory	4 Exceeds Expectations	5 Excellent	
Bulb, Flash	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Comments

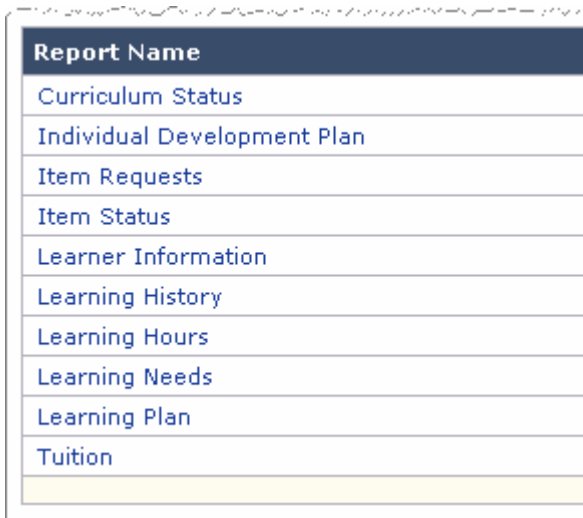
3. Rate each Competency as needed (you can skip Competencies).
4. Click on the **Submit** button.

Running Reports

You can generate reports about your learning record.

1. Click on **Reports** in the top menu bar.
2. Click on a Report Name to open the report.

If you are not sure what the reports do, open Help for the reports section. The Help will display details about each report.

A screenshot of a web application showing a table of report names. The table has a dark blue header with the text 'Report Name'. Below the header, there are ten rows, each containing a report name in blue text. The report names are: Curriculum Status, Individual Development Plan, Item Requests, Item Status, Learner Information, Learning History, Learning Hours, Learning Needs, Learning Plan, and Tuition. The table is enclosed in a light gray border.

Report Name
Curriculum Status
Individual Development Plan
Item Requests
Item Status
Learner Information
Learning History
Learning Hours
Learning Needs
Learning Plan
Tuition

3. Set up your report (see the image on the next page).
4. Click on the  button.

If you are a supervisor, you have the option of running reports that include your subordinates. Supervisors are hierarchical; you can run reports on your direct reports, or all of your subordinates.

Report Destination

Choose Browser to generate the report in the same browser window.

Choose Local File to generate the report to a new window or to save it to as a local file.

The screenshot shows a web form titled "Run Learner Learning Plan". It contains several sections for configuring a report. Callout arrows from external text boxes point to the "Report Title" field, the "Report Destination" radio buttons, the "CSV" radio button in the "Report Format" section, and the "Mask Learner IDs" checkbox.

Run Learner Learning Plan

Report Title:

Report Header:

Report Footer:

Report Destination: ☒ Browser ☐ Local File

Report Format: ☐ XML ☐ CSV ☒ HTML ☐ PDF

☒ Mask Learner IDs

☐ Page Break Between Records

Sort By: ☒ Item ☐ Required Date ☐ Assignment Type ☐ Curriculum

List By: ☒ All ☐ Needs ☐ Requirements

CSV files can be opened in Microsoft Excel.

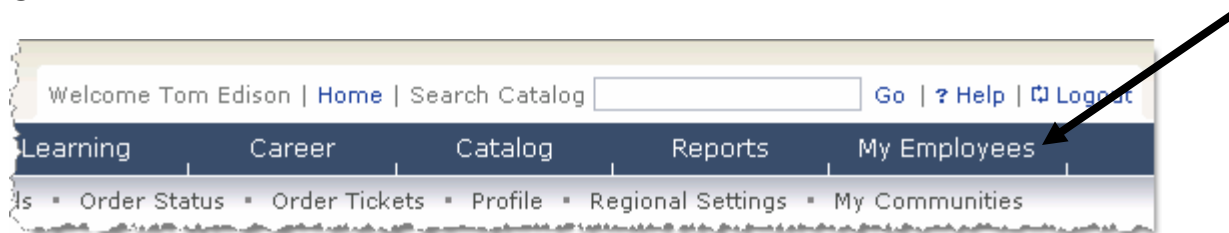
Managing Subordinates as a Supervisor

Some learners are supervisors of other students. As a supervisor, you have the ability to perform some managerial duties in SATERN Learning. These duties are:

- Assigning Items to Subordinates
- Enrolling Subordinates in a Scheduled Offering
- Viewing the records of Subordinates
- Approving Enrollments

Am I a Supervisor?

If you see the **Employees** menu option in the top menu bar, then you are a Supervisor in SATERN.



Assigning Items to Subordinates

As a Supervisor you can add Items to the Learning Plans of your subordinates. You can choose one or more Items and assign them to multiple subordinates at one time. You can also use this tool to remove Items from the Learning Plans of your subordinates.

1. Select **My Employees**→ **Learning Plans** from the top menu bar.
2. Select the **Action** you want to perform. *You can add or remove Items from the Learning Plans of your subordinates.*
3. Click on the **Next** button.



4. Check the **Select** checkbox next to all the subordinates to whom you want to assign an Item.

Supervisors can be hierarchical. Notice that for this learner, he manages another supervisor, Joe. He can therefore manage Joe's subordinate in addition to his direct reports.

5. Click on the **Next** button.

Previous Next

[Select All](#) / [Deselect All](#)

Select Learners	
Learner Name	Select
Bulb, Flash	<input type="checkbox"/>
▼ Swan, Joe	<input type="checkbox"/>
Davy, Humphrey	<input type="checkbox"/>

[Select All](#) / [Deselect All](#)

6. Verify your list of Learners.
7. Click on the **Next** button.
8. You need to search for the Item(s) you want to add. Enter a keyword(s) in the **Keywords** text field. SATERN will search the title and description of the Items.
9. Click on the **Search** button.
10. Check the **Add** checkbox for each Item you want to add.
11. Click on the **Add Checked** button.

Add Checked

[Select All](#) / [Deselect All](#)

Item Search Results	
Item	Add
Basic Electronics	<input type="checkbox"/>
History of the Light Bulb	<input type="checkbox"/>
Intermediate Electronics	<input type="checkbox"/>
Lighting Concepts for the Workplace	<input type="checkbox"/>

12. Verify your selections and click on the **Next** button.
13. Edit the **Assignment Type** as needed. You can choose from a list of types by clicking on the Select link.
14. Edit the **Assign Date** as needed. This date cannot be in the future, and will default to the current date.
15. Click on the **Next** button.

Edit Item Information		
Item	Assignment Type	Assign Date (MMM/d/yyyy)
Workplace Safety	REQ Select	Apr/22/2005

16. Edit the **Required Date** (due date) for each Item as needed. Some have settings on the Item record that will affect the default, so you may see different default Required Dates for each Item.
17. Click on the **Finish** button.

Edit Required Dates for Students		
Learner		
Bulb, Flash		
Items		
Item	Assign Date	Required Date (MMM/d/yyyy)
Workplace Safety	Apr/22/2005	Apr/22/2006

18. If you desire to add or remove more Items to the Learners shown in the previous screen, click on the **Start Over...** button to keep the same list of learners, and start over.

Start Over...

Success

Status:

- Successfully added the items to the specified learners.

Enrolling Subordinates in a Scheduled Offering

As a Supervisor, you can register (enroll) your subordinates for a Scheduled Offering of an Item. You can enroll multiple subordinates at one time. You can also use this tool to withdraw your subordinates from a Scheduled Offering.

1. Select **My Employees** → **Registrations** from the top menu.
2. Select the **Action** you want to perform.
3. Click on the **Next** button.



The screenshot shows a web interface with a dark blue header bar containing the word "Select". Below this bar, there are two radio button options: "Withdraw Learners" (which is unselected) and "Register Learners" (which is selected). In the top right corner of the interface, there is a blue button labeled "Next".

4. Enter keywords in the **Keywords** text field for the Scheduled Offering you are looking for. SATERN will search the title and description of the Items that have Scheduled Offerings.
5. Click on the **Next** button.



The screenshot shows a web interface with a dark blue header bar containing the word "Search". Below this bar, there is a text input field with the placeholder text "Enter Keywords to search for a scheduled offering." and a label "Keywords:". To the right of the input field is a checkbox labeled "Exact Phrase" which is checked. In the top right corner of the interface, there are two blue buttons labeled "Previous" and "Next".

6. Select one Scheduled Offering in which to register your subordinates.
7. Click on the **Next** button.
8. Check the **Select** checkbox next to each subordinate you want to enroll.

Remember, arrows indicate a supervisor. You can click on the arrow to view and select the subordinates.

9. Click on the **Next** button.
10. Verify your list of Learners.

11. Click on the **Next** button.
12. If there is a price associated with the Scheduled Offering, edit the Account Code field as needed in order to indicate payment.
13. Click on the **Next** button.
14. Check the **Email confirmation** checkboxes for each recipient whom you want to receive an email notification about the enrollment.
15. Click on the **Finish** button.

Email confirmations to: ☐ Learners ☐ Instructors ☐ Supervisors ☐ Others

Previous

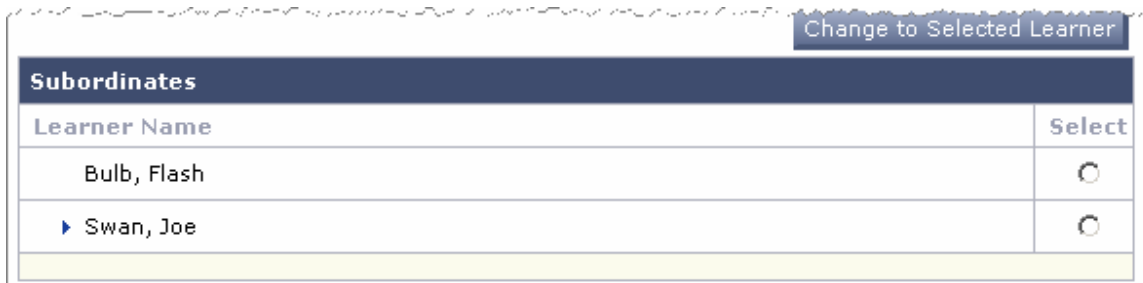
Finish

Record Registration		
Learner	Registration Status ID	Reservation Date
Bulb, Flash	ENROLL(Enrolled)	Apr/22/2005 06:00 PM America/New York

Opening a Subordinate's Record

As a supervisor you can open and view the records of your subordinates. This includes viewing the Learning Plan, Curriculum Status, Registrations, and Learning History.

1. Select **My Employees** → **Subordinates** from the top menu.
2. Select one learner whose record you want to view.
3. Click on the **Change to Selected Learner** button.



Now that you have the record open, observe the top menu bar. It shows the name of the learner whose record you are viewing.



To return to your own record, click on the **Return to your records** link.

My Personal Settings

When you login to SATERN Learning, SATERN displays information to you based on your Learner Profile. Your profile includes your preferred language, your time zone, and your preferences for date and time display. You can also configure the display mode.

Changing My Display Preferences

Text and Number Display

You can change the way SATERN Learning displays text (language), date and time formats, and time zones.

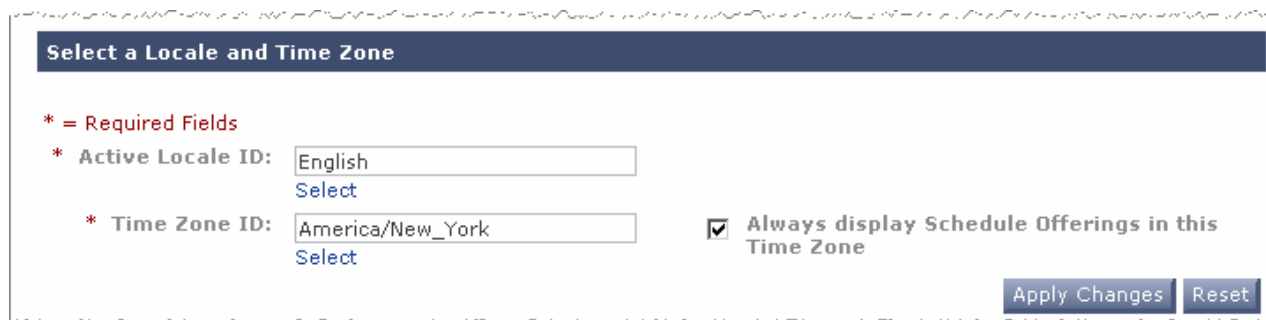
Select **Personal** → **Regional Settings** in the top menu bar.

Editing the Language

SATERN Learning is available in many languages. If your organization installed additional languages, then you can edit the language in which SATERN Learning is displayed. Changing the language will change the application's interface, including menu items, names of fields, and instructional text. This will not translate the displayed data, such as your assignments on your Learning Plan, Learning History, or Items in the Catalog.

1. Click the **Select** link next to the **Active Locale ID** field.
2. Select a **Locale**.

Languages are assigned using Locales. Once a Locale is selected, time and date formatting options display on the bottom of the page.



The screenshot shows a web form titled "Select a Locale and Time Zone". It includes a legend indicating that red asterisks denote required fields. There are two required fields: "Active Locale ID" with a text input containing "English" and a "Select" link below it; and "Time Zone ID" with a text input containing "America/New_York" and a "Select" link below it. To the right of these fields is a checkbox labeled "Always display Schedule Offerings in this Time Zone", which is currently checked. At the bottom right of the form are two buttons: "Apply Changes" and "Reset".

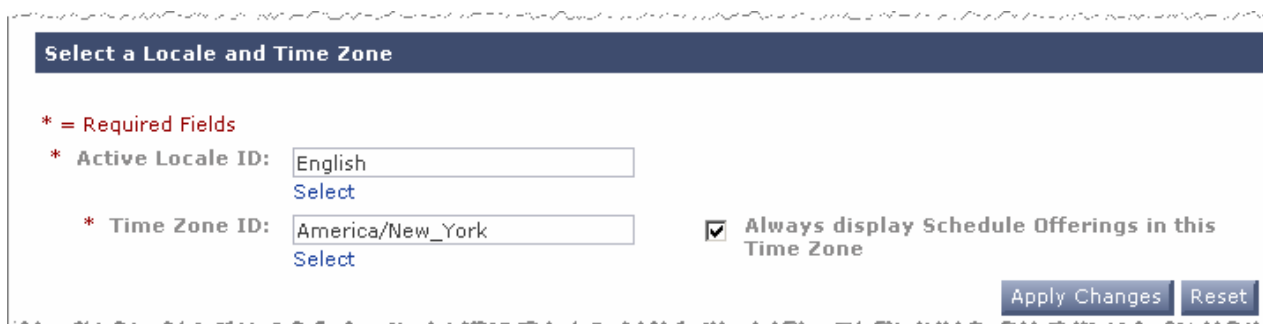
Editing the Time Zone

SATERN Learning calculates all times and displays them in your time zone.

Example:

If you are assigned the EST (Eastern Standard Time) time zone, and you are registered for a class that takes place at 9:00 AM in California (PST Pacific Standard Time), your registration information would say that you have class in California at 12:00 PM EST.

1. In the **Time Zone ID** field, enter the standard abbreviation for your Time Zone, such as EST (Eastern Standard Time), and click on the **Apply Changes** button. If you do not know your Time Zone ID, proceed to step 2, otherwise, skip to step 5.



The screenshot shows a web form titled "Select a Locale and Time Zone". It includes a legend stating "* = Required Fields". There are two required fields: "Active Locale ID" with a text box containing "English" and a "Select" link below it; and "Time Zone ID" with a text box containing "America/New_York" and a "Select" link below it. To the right of these fields is a checkbox labeled "Always display Schedule Offerings in this Time Zone" which is checked. At the bottom right are two buttons: "Apply Changes" and "Reset".

2. Click on the **Select** link next to the **Time Zone ID** text box.
3. Click on the **Search** button to view all available Time Zones.

Leaving the search criteria fields blank submits an unfiltered search; all Time Zones will be returned in the search results.

4. Click the **Select** link next to your Time Zone selection.
5. Click on the **Apply Changes** button.

Editing the Time/Date Formats

Time, date, and number formats are important. They dictate the way you will view data in SATERN Learning, and the format you are required to use when you enter data. You might want to change these based on your own preferences, such as viewing time in 24-hour time versus 12-hour time.

1. For each **Pattern**, use the dropdown to select the way you want to view and enter that data type.
2. Click on the **Apply Changes** button.

Update the Locale Format Options

* = Required Fields

- * Date Pattern ID: MMM/d/yyyy(MMM/d/yyyy)
- * Time Pattern ID: hh:mm aaa(hh:mm aaa)
- * Integer Pattern ID: Long_01(1,000.00)
- * Decimal Pattern ID: Double_01(0.0)
- * Currency Pattern ID: Currency_01(00.00)
- * Percentage Pattern ID: Percentage_01(0.0)

The Pattern IDs are listed in the drop-down menus, and the formats are shown in parenthesis.

Example:

Date Pattern: MM/DD/YYYY

Display in SATERN Learning: 01/01/2005 (an example for January 1, 2005)

If you are required to enter a date, you will need to enter it the same way, 01/01/2005.

Changing My Password

You should change your password on a regular basis to prevent other people from logging in to your account. Your organization may enforce specific password procedures and schedules.

1. Select **Personal** → **Profile** in the top menu bar.
2. Scroll down the page until you see the Password link.
3. Click on the **Password** link

A screenshot of a form with two rows. The first row is labeled 'Password:' in blue text, followed by a text box containing seven asterisks. The second row is labeled 'PIN:' in blue text, followed by a text box containing seven asterisks.

4. Enter the old password in the **Enter your old password** text box.
5. Enter the new password in the **Enter your new password** text box.
6. Enter the new password again in the **Verify your new password** text box.
7. Click on the **Apply Changes** button.

A screenshot of a form titled 'Change Your Password' in a dark blue header. Below the header, there are three rows, each with a label and a text box: 'Enter your old password:', 'Enter your new password:', and 'Verify your new password:'. The text boxes are empty.